

ISSSA Advanced Training Conference SESSION OVERVIEW

Please print this document and complete. Then fax to 317-232-9121 along with the information listed below.

Name: _____

Title: _____

Telephone Number: () _____

Mailing Address: Street _____

City _____ State _____ Zip Code _____

Email Address: _____

Please attach the following information to this document:

- ☐ Please attach Resume: Presenters who have not provided a resume cannot be paid per state policy.
- ☐ Presentation Title:
- ☐ Session Abstract:
- ☐ Session Goals/Objectives:
- ☐ Presenter Bio for Conference Program:
- ☐ Audio-Visual Needs (Please note you must provide your own laptop computer):
- ☐ Travel Needs/Lodging Needs:
- ☐ Preference of Presentation Date:
- ☐ Available to Repeat Session:
- ☐ Session Length (Standard session length is one hour or two hours):

Honorarium: A standard honorarium is offered from the Indiana School Safety Specialist Academy at \$300 for one breakout session and \$500 for two breakout sessions. If you or the organization you represent choose to forgo this honorarium, please make notation. Please note the Vendor Information form is required by DOE one month prior to the presentation in order to provide payment. Payment may take 4-6 weeks to process after the date of the presentation.

Handouts: It is recommended to have handouts available for your session. The recommended number is 150. The Indiana School Safety Specialist Academy will print handouts for speakers if they are received at least three weeks prior to the presentation. Handouts for Academy reproduction must be limited to 10 pages, larger handouts can be put on resource disk if received 4 weeks prior to the event.

Will you need us to print handouts?: _____

Submit Overview to:

ISSSA

David Woodward

Office of Student Services

Room 229, State House

Indianapolis, IN 46204-2798

317-232-6975

317-232-9121 (FAX)

dwoodwar@doe.in.gov